



BOYS & GIRLS CLUBS
OF DOOR COUNTY

Q5NFL53

Boys & Girls Club of Door County Summer Day Camp

2017 Parent Handbook

Mission: To inspire all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Summer Greetings!

Welcome to the 2017 Boys and Girls Club Summer Day Camp! We are very excited that your child will be spending the summer with us.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies/procedures about our summer program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please call or email the Site Coordinator, Nicolo Baldarotta, at 920-818-1046 or nbaldarotta@bgcdoorcounty.org.

ARRIVAL & DEPARTURE OF CAMPERS

David G. Hatch Center

3rd Avenue Clubhouse & Teen Center
55 S. Third Avenue
Sturgeon Bay, WI 54235

Camp Hours

Elementary Day Camp Program (Grades 1-6)

Monday through Friday: 6:30am-5:30pm

Drop-off: 6:30am-9:00am/Pick-up: 4:00pm-5:30pm

*Day Camp Licensed June-August for thirty-six 5-6 year old members/day

Teen Day Camp Program

Monday through Friday: 9:00am-5:30pm

Drop-off: 6:30am-9:00am/Pick-up: 4:00pm-5:30pm

DROP-OFF

Your child must sign-in at the front desk each morning when they arrive at camp. Drop-off for elementary campers is between 6:30am-9:00am, Monday through Friday. No child will be allowed to arrive prior to 6:30am and the Boys & Girls Club does not and will not assume responsibility for children who do so. If your member is dropped off without preregistration, and payment has not been fulfilled, parents will be contacted and billed for the full week. We do not have a daily rate for programming.

PICK-UP

Your child must sign-out at the front desk each afternoon upon departure. Pick-up for elementary campers is between 4:00pm and 5:30pm, Monday through Friday. Pick up location is the Hatch Center in the lobby located at the rear, off the alley. Your child will only be released to authorized pick-up persons on your list. You may change your pick-up list at any time by filling out a Change of Information form at the front desk. If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to camp staff ahead of time. We do not take requests over the phone for individuals to pick-up.

***Note: Appropriate legal paperwork is required to be on file with the Boys & Girls Club when the custodial parent requests the Club not to release the child to the other parent.*

LATE DROP-OFF/EARLY PICK-UP

If your child will be arriving or leaving outside of the drop-off between 6:30-9:00 or the pick-up window between 4:00-5:30pm, please note this in the Parent Communication Log at the front desk. We try to accommodate these requests to the best of our ability for your convenience. This is a one-time request, not on-going.

LATE PICK-UP

The Club closes promptly at 5:30pm. For all children not picked up by the end of the program, the following late policy will be in effect:

- 1) A written warning will be given on the 1st occurrence.
- 2) On the 2nd occurrence the child will be suspended from the program for 2 program days.
- 3) On the 3rd occurrence the child will be suspended from the program for 5 program days.
- 4) On the 4th occurrence the child will be removed from the summer program. No refund will be issued.

If you know you will be late, please attempt to make alternate pick-up arrangements. The Club should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

***Note: When a child is not picked up within 30 minutes of closure (regardless of which infraction number), the Boys & Girls Club of Door County staff have been instructed to call the Sturgeon Bay Police Dept. If a child continues to be at the Club past the closing hour, the Club reserves the right to terminate enrollment in the program.*

BABY-SITTING

Employees of the Boys & Girls Club of Door County are prohibited from babysitting for families with children enrolled in a Club program.

COMMUNICATION

Each Friday, you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference. Information will also be available at the front desk.

SAMPLE DAILY CAMP SCHEDULE

(activities will vary from day to day)

6:30-9:00 Free Time/Drop Off

8:00-8:45 Breakfast

8:45 Camp Welcome

9:00-10:00 Summer Brain Gain/NASA Out of School Learning

10:00-11:00 Themed Activity

11:00-11:30 Lunch

11:30-12:00 Member's Choice

12:00-1:00 Quiet Group Activity

1:00-2:00 Group Choice

2:00-3:00 Room Activity

2:30-3:00 1st/2nd Grade Snack

3:00-3:30 Snack

3:30-4:30 Room Choices

4:30-5:30 Member's Choice

****Tuesday and Thursday afternoons are designated for swimming and field trips. Please pack for the day accordingly.**

PARENT COMMUNICATION LOG

The front desk has a binder/notebook in which you may leave messages for the Site Coordinator or Camp Counselors. Please write all messages in this book including known absences, vacations, the need to conference, etc.

PHONE CALLS

The Club Site is equipped with a cellphone that may be used for members to call home in the event of an emergency or illness. If parents need to get in contact with a member, the Front Desk Staff will take a message to give pertinent information to your child. Staff will get this message to your child at the earliest opportunity.

CHANGE OF WEEKS REQUESTS

In order to add, drop, or modify weeks that your member will be attending, please fill out a **Summer Change of Weeks Form**, located at the front desk or on our website bgcdoorcounty.org.

FIELD TRIPS

The Club will participate in field trips throughout the summer as well as invite community partners to our location. Please check your child's camp bag for trip announcements. In case of rain or bad weather, a field trip may be changed or cancelled. No additional permission slips for field trips are required.

SWIMMING

Members will have the opportunity to swim throughout the summer at local beaches. There will be a certified lifeguard for each swim opportunity. Members will not be allowed to swim past waist deep water. We will utilize the buddy system, and have buddy checks every 15 minutes. You will be required to fill out a form regarding your child's swim level prior to them swimming. For full waterfront procedure, please see the front desk.

PERSONAL BELONGINGS

We request that members not bring extra items with them to the Boys & Girls Club of Door County. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, fidget spinners, etc.) ***If these items become a distraction, they will be confiscated and returned to the parent at the end of the day. This includes cell phones.*** The site is equipped with phones to place emergency calls.

BREAKFAST, LUNCH & SNACKS

The Boys & Girls Club of Door County participates in the Summer Food Program, provided by the YMCA. Campers will have a healthy breakfast, lunch, and a snack provided each day. There will be a weekly menu posted at the Club. Members may bring their own lunch, or additional lunch to what is being served. We are not able to accommodate special dietary needs or restrictions. If your child has any special dietary needs (gluten free, vegetarian, etc.) please send them with a packed lunch and snacks. Please do not send your camper with food that needs to be heated. Candy, soda, or energy drinks are prohibited.

CAMP ATTIRE

It is important that your child dresses appropriately for summer camp. We encourage parents to dress members in clothing that they do not mind getting dirty or stained. Here are some reminders of clothing for camp:

- T-shirt with sleeves (**NO** halter or tube tops please!)
- Shorts (**NO** skirts please!)
- Socks
- Tennis Shoes (**NO** flip-flops)
- Backpack
- **LABEL EVERYTHING!!! (Even underwear!)**

CAMP T-SHIRTS

Each camper will receive one Boys & Girls Club T-shirt for the entire summer. Please check your schedule each week to see what outings we request members wear their shirt.

DISCIPLINE POLICY

Behavior Policy

Inappropriate behavior will result in the following consequences for **minor** behavior:

1. First misbehavior: verbal warning
2. Repeated misbehavior: staff will determine the cause of the behavior
3. Third occurrence or if unable to determine cause: timeout
4. Continued or additional misbehavior: conference with staff and member
 - a. The consequence will be decided upon by involved staff member

The following behaviors would be considered **major** behavior events:

1. Fighting/assault with intent to harm
2. Stealing
3. Weapons
4. Vandalism
5. Personal threats: physical, emotional, sexual

Inappropriate major behavior will result in the following sequence of events:

1. Debriefing conference with a director and an immediate call to parent for pick up with suspension from club for the remainder of the day
2. Suspension may be extended for another day if appropriate
3. A second suspension would be for 1-3 days, followed by a parent meeting
4. Upon a third offense the consequence would be determined by two or more directors. Member would return upon a meeting with parents.

*A behavior contract must be completed by Program Director, Operations Director, and parent after a third suspension and must be signed by a parent or legal guardian before a child returns.

SUSPENSION PROCEDURE

1. 1st Suspension= 1 day
2. 2nd Suspension= 2-3 days
3. 3rd Suspension= 1 week
4. 4th Suspension= Expulsion

LOST & FOUND

The Boys & Girls Club has a lost and found bin at the front desk. It is highly recommended that you label **all** items (clothing, towels, lunch boxes, water bottles, etc.) with your member's name. While we will make every effort to keep all campers' belongings in their backpack or on their person, the Boys & Girls Club will not be held responsible for lost, stolen, or damaged items. Items in the lost and found will be displayed for a week, and any remaining items will be taken to Feed and Clothe My People. Please try to check your member's backpack at the end of the day before leaving to ensure that they have all of their belongings. It is much easier to recover lost items on the same day.

PAYMENT & REIMBURSEMENT PROCEDURES

Payments are due no later than Monday, June 12th. If you need to set up a payment plan to ensure payment by this date, please contact the Chief Financial Officer Cindy Neuville at 920-818-1046 or cneuville@bgcdoorcounty.org.

Refunds are available:

- Prior to the first day of programming by filling out and submitting the Reimbursement Request Form to our Chief Financial Officer Cindy Neuville for processing. You may leave at the front desk or mail to Ms Neuville at BG CDC, PO Box 579, Sturgeon Bay WI 54235.
- After the first day of programming you must fill out the **Reimbursement Request Form**, which will either be approved or denied by the Finance Committee within 14 days. There must be a 14 day notice for a refund consideration. All refunds are subject to a \$15.00 processing fee.
- No reimbursement for expelled members, members suspended or sent home, or days members were no-shows.
- **The last day for a refund with withdrawal is Monday, June 12th**. The \$10 membership and \$10 summer registration fee will not be refunded.

ILLNESS PROCEDURE

Campers must be healthy enough to participate in the daily program routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of all concerned, please keep your child at home until they feel better and no longer present the danger of passing on the illness.

***NOTE: If your child becomes ill while at the Club, you will be asked to pick up your child as soon as possible.*

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic cough or runny nose with colored discharge
- A fever
- Vomiting or upset stomach
- An open rash
- Head lice

MEDICATION POLICY

No medication (prescription or over-the-counter) will be administered at any site unless these guidelines are followed:

-Medication must come in the original prescribed container. Over-the-counter medications will only be given if accompanied by a doctor's note with direction for usage.

-The name of the child who will be taking the medication must be on the prescription.

-Parents must complete a Medication Authorization form.

-All medications will be kept in a locked drawer in the front desk. Only the designated staff person can dispense the medication.

-No more than one month's worth of medication can be kept at the site.

Bee sting medication, inhalers, insulin syringe, or other medication/device used in the event of a life threatening situation may be carried by a child over the age of 7 years with written authorization from parent/guardian and child's physician.

ALLERGIES

Please ensure that you have documented on the membership application if your child has any allergies and also confirm them with the Site Coordinator.

TAX IDENTIFICATION NUMBER

39-2038359

QUICK REFERENCE DAILY PACKING LIST FOR CAMPERS

Campers Need (Required daily):

- _ Backpack
- _ Water bottle**
- _ Sunscreen
- _ Swim suit and towel
- _ Plastic bag for wet stuff
- _ Bug spray
- _ Athletic shoes (sandals for water play)
- _ Hat/Visor
- _ Please remember to LABEL everything

** Water bottles will be available for purchase daily for \$.50.

2017 BG CDC Day Camp License Information:

A copy of DCF 252 and the camp policies are available to parents upon request.

For issues or concerns, please contact 920-818-1046

- Nicolo Baldarotta: nbaldarotta@bgcdoorcounty.org - Site Coordinator
- Brit Gartner: bgartner@bgcdoorcounty.org - Program Director
- Jessica Heck: jheck@bgcdoorcounty.org - Operations Director
- Julie Davis: jdavis@bgcdoorcounty.org - Executive Director

Boys & Girls Club of Door County Elementary Age Day Camp does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, or national origin or ancestry.